



Emergency evacuation policy (exams)

2016/17

This policy is reviewed annually to ensure compliance with current regulations

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| Approved/reviewed by | |
| Jane Fletcher, Regional Director | |
| November 2016 | |
| Date of next review | September 2017 |

Purpose of the policy

This policy details how the centre deals with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure

When is an emergency evacuation required?

An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in the exam room, the fire alarm sounding to warn of fire, bomb alert or other serious threat.

In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the exam room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents.

Emergency evacuation of an exam room

Roles and responsibilities

Head of centre

- Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation

Senior leader

- Where responsible for the centre-wide emergency evacuation procedure, ensures all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an exam room is required

Special educational needs coordinator (SENCo)

- Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room where different procedures or assistance may need to be provided for the candidate
- Ensures the candidate is informed prior to taking their exams of what will happen in the event of an emergency evacuation

Exams officer

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensures candidates are briefed (*Candidate exam handbook*), prior to exams taking place, on what will happen in the event of an emergency in the exam room
- Provides invigilators with a copy of the emergency evacuation procedures for each exam room
- Provides a standard invigilator announcement for each exam which includes appropriate information for candidates regarding what will happen if the fire alarm sounds
- Provides an exam room incident log in each exam room
- Liaises with the SENCo and other relevant staff prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- Briefs invigilators prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- Ensures appropriate follow-up is undertaken after an emergency evacuation reporting the incident to the awarding body and the actions taken through the *special consideration* process

Invigilators

- By attending training, ensure they understand what to do in the event of an emergency in the exam room
- Follow the actions required in the emergency evacuation procedure issued to them for each exam room
- Confirm with the exams officer, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating

Other relevant centre staff

- Support the senior leader, SENCo, exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms

Emergency evacuation procedure

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or other emergency that leads to an evacuation of the exam room.

Emergency evacuation procedure

Actions to be taken

(as detailed in the current JCQ [Instructions for conducting examinations](#) chapter 18, Emergencies)

Stop the candidates from writing

Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority

Evacuate the examination room in line with the instructions given by the appropriate authority

Candidates should leave the room in silence

Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination

Make a note of the time of the interruption and how long it lasted.

Allow the candidates the full working time set for the examination.

If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination

Make a full report of the incident and of the action taken, and send to the relevant awarding body

Additional centre-specific actions to be taken

If in the ABJ:

1. Evacuate via the door at the back of the hall.
2. Proceed to the overflow carpark to the left up the hill.
3. Await instructions from the Exams Officer, or Senior Leadership.

If in the Dance Studio

1. Evacuate via the external door.
2. Proceed to the overflow car park.
3. Await instructions from the Exams Officer or Senior Leadership.

Upon returning to the room:

1. Allow the candidates a small amount of time to settle, while reminding them they are still under exam conditions.
2. Instruct the candidates they will resume from where they left of and the finish time will be adjusted accordingly.
3. Adjust the finish time accordingly.
4. Record as much information as possible so a report can be made to the exam board.

Should the exam be abandoned:

1. The exam contingency plan will be invoked and you will be briefed by the Exams Officer at the time.

